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7-21-2016

Minutes 2016-07-21

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Staff Council Meeting Minutes
Thursday, July 21, 2016
Library Room 223

Present: Ashley Longoria (HR), Barbara Brown, Bonnie Belot, Jenna Capp, Joanne McCully, Julie Voyles, Britnee Youman, April Murdoch, Cissy Glowth, Jeff Golub, Jamie LaMoreaux, Rhodney Browdy, Chris Tangel, Paula McClure, Trisha Trovillion, Kristell Padel, Bettina Baca, Maribel Amaro-Garcia, and Kay West, Debbie Pope, Pauline Strauss, John Guildford, Marguerite Lachaud, and Betty Calton

Guests: Andrew Hackler and Roxanna Tarrab

Absent: Danielle Frazier, Elizabeth Livingston and Maria Molina

Note: Staff Council meets every third Thursday of the month. Committees meet separately and may pick their own meeting schedule day and times amongst their committee. Anyone is welcome to attend Staff Council meetings, however, only Staff Council members have voting rights. In the event that you are not able to attend a meeting, notify the Secretary immediately. *The charter states if you miss four meetings (excused or unexcused) you will be subject to dismissal, at the discretion of the President and Secretary.*

Meeting called to order at 0930hrs by President Debbie Pope.

1. Welcome/Updates

- Debbie welcomed new members Betty Calton (Student Health Center); John Guildford (Computer Services, Senior Purchasing Agent) and Marguerite Lachaud (Finance and Accounting) and guests Roxanna Tarrab and Andrew Hackler

2. Approval of Minutes

- April Murdoch moved to accept the minutes for August (with minor change) and Cissy Glowth seconded the motion. Minutes were approved for August 18th meeting.

3. Roll Call Attendance: Sign in sheet in lieu of roll call.

4. Human Resource Updates – Ashley Longoria – Coordinator for Human Resources (HR)

There are 2 topics related to USPS non-exempt employees and time reporting that Payroll has asked be shared.

#1 - Please be sure that you are documenting all of your hours on your timesheet as they are worked. If you arrive at 8:02 a.m., that is the time we expect to see on the timesheet – not 8:00 a.m. When a timesheet consistently reflects 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. – we call that a “schedule”. The Fair Labor Standards Act requires us to have accurate time reporting documentation on file, that means exact in and out times.

#2 – Please be sure that you are documenting all of your hours on your timesheet as they are worked. If this results in hours physically worked over 40 in a workweek, that means you are entitled to overtime compensation or overtime compensatory leave – either option at a rate of 1.5. Those hours should be documented on both the Timesheet and the Leave & Pay Exception Report (or in Kronos if that is used in your department) with the option specified as to whether it will be paid or accrued in your formal leave bank in the PeopleSoft time reporting system. Overtime hours worked should not be kept on a “separate” tracking log.

Did you notice that it was said twice, “Please be sure that you are documenting all of your hours on your timesheet as they are worked.”? This is very important and we thank you for your help in keeping accurate records. Should you have any concerns about this topic, please feel free to contact a Payroll team member at (407) 823-2771 or payroll@ucf.edu.

- F&A has released E&G budget to HR for the current fiscal year. (*We are still awaiting release of Concessions funds.*) For FY2017 the Staff Council has \$1000 available to spend in E&G funds, \$250-\$300 in Concession funds for the Annual Staff Assembly and funds for the USPS Staff Council Scholarship through Foundation (*last balance on 7/2015 was \$2281*).

In previous fiscal years, Staff Council has used E&G funds for the following expenses:

- paper supplies
- printing save the date cards
- office supplies
- postage
- Please remember that expenses must be approved by HR prior to purchase and that E&G funds and expenditures must be appropriate to the E&G (state funded) guidelines. The fund use guidelines are available on the Purchasing website a reminder there are additional NEO dates for August. They can be found on the HR website here: <http://hr.ucf.edu/prospective-employees/new-employee-benefits/new-employee-orientation-3/>.
- As a reminder, the 2016 Annual Employee Awards Program will be held on Friday, September 2nd from 3:00pm to 5:00pm in the Student Union Pegasus Ballroom. For additional information, please visit the webpage here: <https://hr.ucf.edu/contentblock/annual-awards-program/>.
- The 2016 Benefits Fair will be held on Friday, October 28. Additional information will be sent at a later date.
- The new AVP of HR (Maureen Parks Binder) will be starting on July 25.
- An administrative task group was formed at the beginning of this year to discuss the possibility of implementing an institutional benefit university-wide allowing full time regular employees to extend their tuition waivers to their spouses and/or dependent children if the employees do not use them. The revised regulation (renamed as Tuition Waiver Benefit Program) will be presented at the July 28 Board of Trustees meeting. To briefly outline the changes to the regulation, verbiage was added to allow employees to transfer their credit hours to their spouse and/or dependent children under the age of 26. The waiver will still only be on a space available basis. However, updated verbiage was added to the regulation that allows UCF employees to register two hours ahead of state employees. HR will send a communication to all HR Liaisons once we receive an answer from our General Counsel’s office on the Board of Governors approval.

5. *Committee Updates*

❖ Marketing

- Marketing is working on a newsletter and will ask director of the Health Center for sponsorship. Newsletter will be ready next month.

❖ Special Events/Diversity Committee

- Employee walk is scheduled for December 10, 2016.

❖ Scholarship/Charter Committee

- Scholarship meeting will discuss applications for the fall and budget.
New charter is updated and approved by

here: <http://www.purchasing.ucf.edu/Procurement%20Forms/Fund%20Use%20Guidelines%20DRAFT.pdf>

The following is needed for HR to approve purchase requests.

1. Expenditures \$50 - \$100 or greater MUST have council vote and approval at a Staff Council Meeting.
2. Prior to the request for and release of funds, we need notification that the expenditures have been voted on and approved by the staff council. An e-mail or minutes from a meeting, detailing the approval vote, expenditure item, and total dollars should be forwarded to Millicent.downer@ucf.edu. EXAMPLE "The approved budget (voted on in the 10/01/15 meeting) shows that the Welcome Committee can spend \$200 on purchasing stamps."
3. Once the request is received and meets all the above, we will authorize and process the expense. An invoice, must be signed by staff council and forwarded to my attention in HR Department. Inter department transfers (i.e. printing), should be sent to me with the above approval.

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❖ Special Events/Diversity Committee

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❖ Scholarship/Charter Committee

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- New charter is updated and approved by Mr. Merck.

❖ Fundraising Committee.

- Any fundraising materials cannot be purchased from an outside vendor.
- Cissy suggested a person from Ethics and Compliance come to the next meeting as a guest speaker

❖ Goodwill

- Birthday cards for July were distributed.
- For significant events please contact the following:
 - a) Get Well Cards – Bettina Baca
 - b) Thank You Cards- Kay West
 - c) Sympathy Cards – Barbara Brown
 - d) Thinking of You/Congratulations – Patricia Trovillion

❖ Research Committee

- No report.

New Business

- Debbie asked all Chairs of Committees to keep notes of the meeting.
- Chris Tangel informed the council of many discounts that were available as a benefit and referred everyone to the Purchasing Department website.
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6. *Adjournment*

Meeting was adjourned at 10:00am

Next meeting September 15, 2016 College of Sciences Room 201

Don't forget to bring food items for Knights Pantry and miscellaneous all occasion cards for the Goodwill Committee